



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

1:00 PM to 2:30 P.M. January 13<sup>th</sup>, 2022

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Announcements on changes due to meeting held virtually: No video/camera usage during meeting, microphones should be muted unless called to comment or ask/answer questions. Virtual meeting will be recorded.

I. CALL TO ORDER      Meeting was called to order at 1:06PM

COMMISSION MEMBERS:

Christina Caldwell, Chair, **not present**

Gail Jackson, Vice Chair, **present**

Jose Alvarado, **present**

Carol Curtis, **present**

Michael McGivern, **present**

Cal McLoy, **present**

David Steiner, **present**

CITY STAFF:

Regina Salas, Council Member, **present**

Heidi Hansen, Economic Vitality Director, **present**

Barney Helmick, Airport Director, **present**

Brian Gall, Airport Programs Manager, **present**

Tim Skinner, ARFF/Ops Manager, **present**

Miciela Sahner, Recording Secretary, **present**

II. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT/PARTICIPATION/INPUT

*Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission.*

*Individual members of the Commission may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.*

**None**

2. ANNOUNCEMENTS

*Reconsiderations, Changes to the Agenda, and other Preliminary Announcements.*

E.V. Director Heidi Hansen announced that City Council discussed our Re-Entry Process again due to the COVID surge. This City is still in Phase III but has made adjustments by moving back to limited access into City Hall as well as limited hours and limited capacity in certain buildings such as the library and the Aquaplex. The mask mandate is still in effect in all City buildings

3. APPROVAL OF MINUTES: Regular Meeting of November 18<sup>th</sup>, 2020.

*RECOMMENDED ACTION: Approve the minutes as submitted.*

**MOTION:** Commissioner McLoy moved to approve the minutes as submitted. Commissioner Curtis seconded the motion; the motion passed unanimously.

4. CITY COUNCIL UPDATES (Regina Salas)

Councilwoman Salas updated the Commission on the following points:

- City Council has discussed the future development of Flagstaff Rehabilitation Campus on north Highway 89, it's a 10.05-acre development to provide 174 beds for mental & behavioral health, and substance abuse campus including clean housing and equine therapy.
- City Council Budget Retreat is coming up in the first week of February to look at budget.
- The Citizen Bond Committee was created a couple of months ago, they will review at potential ballot measures and make recommendations for the November 2022 ballot.
- Metroplan Board budgeted for the Downtown Mile Project; this project is an infrastructure study to be part of the construction management program for Rio de Flag.
- The Transportation Committee will be meeting on the Lonetree overpass project, and it will be brought back to Council later this week.

III. STAFF REPORTS (Barney Helmick)

*Commercial enplanements, aviation activity and sale of fuel*

Our enplanement numbers are in line with the current airline industry, we have seen a massive number of cancellations and delays industry wide. The given reason seems to be the amount of COVID infected employees that are calling-off causing between 1,500 - 4,000 cancellations daily. December is a little slower than our peak months, but this is substantially lower than normal.

Snow and ice in the latter part of the month had an impact on overall operation numbers as well as the number of cancelled flights.

Fuel Flow this year was the highest in comparison to the last few years but we are looking at a downtown overall with the industry.

IV. FIXED BASE OPERATOR REPORT (Wiseman Aviation)

*General aviation issues, fuel sales and business report*

- Wiseman Aviation was contacted to host the Flagstaff High School Prom this spring; this will be the 3<sup>rd</sup> time doing this.

- NAU reached out for an endowment for the new Student Athlete Performance Center and they have named the nutritional food and beverage area the Wiseman Family Fueling Station.
- The Safety Seminar scheduled for this weekend has been postponed due to the surge in COVID cases for the safety of those participating.
- 2021 was a substantial year for fuel flow, the best Orville has seen despite not following usual trends. Unfortunately, there has been a drop in activity since the peak in September.
- There seems to be a lack of military activity as well that affects our fuel and operation numbers.
- Fuel costs had leveled but seem to be rising again. The transportation industry is still struggling and it is still taking a long time be able to bring in fuel.
- Cold temperatures caused a frozen spigot to bust, thankfully the flooding was discovered on time before reaching the offices and causing too much damage.
- Wiseman is looking at installing 2 electric stations in their parking lot and are currently out to bid.
- A few other items on the list are a solicitation for a new loader, a need for a new deicer as well acquiring a new set of stairs for the main building.

#### V. CARES ACT GRANT UPDATE (Brian Gall)

Programs Manager, Brian Gall, reported that progress for these projects has been delayed mainly due to weather. The project list will be about the same as what the commission has seen prior.

##### **Construction Ongoing:**

###### Westplex Hangar and Shade Repairs – Phase I

*Roof repairs have been put on hold due to ice on the roofs. Work on the hangar restrooms should be started this upcoming week.*

###### Airfield Maintenance

*Rubber removal cannot be completed until temperatures have warmed up.*

##### **Construction Pending:**

###### Terminal Maintenance – Phase I

*We are still in the Scoping Phase of this, determining what will be covered at this time. Due to low temperatures, we have had issues with freezing pipes and leaking roof within the terminal causing a shift in priorities.*

##### **Design Pending:**

###### Terminal Hold Room Expansion

###### Airline Counter Expansion

*Both the Hold Room and Airline Counter Expansions are in their scoping process with their architecture consultant.*

###### Rental Car Parking Lot

*We are still waiting on a final scope and fee to get this project moving.*

###### Airline Ramp Expansion and Drainage Improvements

*Last week a proposal was received from our engineering on-call consultant, it is currently under review, we hope to get them comments by the end of this week and get this project under design quickly.*

**Additional Planned Projects:**

Premium Parking Lot Improvements

*The Premium Parking Lot is what is currently our only parking lot and we are looking to do this project in sections allowing us to close off a bit at a time to work on it as it is in use.*

Westplex Hangar and Shade Repairs – Phase II

*This will be continuing work that didn't fit within the Phase I scope of work.*

**VI. INFORMATION ITEMS**

**1. Parking Lot Update (Brian Gall)**

Snow postponed some of the progress on the parking lot but work continues on the sidewalk between the parking lot and terminal. Landscaping work is ongoing as well as work on the site walls. The light poles are on order and will be installed once delivered we are still having issues with the transportation services that have not been able to move them from manufactures. Although the parking lot is looking more and more complete the remaining items required for opening include completion of the site walls, installation of the light poles, and completion of the sidewalk to the Terminal.

**2. Airport Communications Manager (Heidi Hansen)**

E.V. Director Heidi Hansen presented a new position that has been approved for the Flagstaff Pulliam Airport. For an airport our size we have been understaffed and over the last couple years we have been able to increase the number of ARFF operations staff for our index as well as add the Airport Programs Manager position. Now we have been approved for an Airport Communications Manager that will be working closely with Director Hansen. This position will be a part of what will help us continue to reach our goal of making the Airport a fully functional enterprise fund so we no longer have to depend on the City's general fund to support the Airport. This position will oversee selling advertisements within and outside our terminal for various business such as our local restaurants and hotels; they will be creating a marketing plan for the airport and take over buying our advertising which we do with Discover Flagstaff in order to promote the Airport; and they will be in charge of the new website we are in the process of building with our new vendor, Aviatix.

On a related staffing note Orville inquired about the future of our staff and the need to possibly separate ARFF from Operations due to the amount of work needed to be completed. Director Hansen did respond by letting the Commission know that we are in the works to get a Facilities Manager position approved.

**3. Hangar Rates (Barney Helmick)**

Airport Director Barney Helmick presented our current hangar rates as an informational item hoping to bring this topic back over the next few months as a discussion item and ultimately bring a recommendation to City Council. Our last scheduled hangar rate increase is on schedule for July 2023 the current chart is currently set for a rough 5% increase every 3 years but moving forward we will need to determine the rate change as well as how often it will occur. Director Helmick presented the

commission with information on hangar rates throughout Arizona for comparison and asked the commissioners what additional information they would like to have in order to discuss this item next month.

Several participants in the meeting including Vice Chair Jackson and Orville Wiseman mentioned receiving more detailed information such as the square footage of the hangars so we can compare pricing per square foot vs. an abstract amount as well as comparable airports to Flagstaff in both size and that handle similar weather conditions as us.

On the subject of hangars, Commissioner Steiner asked about the possibility of increasing capacity in the back. Director Helmick did inform the commission that he has been contacted by several different groups about developing private hangars. We are looking to get a request for proposal out, but procurement is busy and we do not have a timeline as to when that will occur. We also have some plots that have been designated in the Master Plan for future development.

4. Airport Then and Now (Barney Helmick)

Due to time constraints, Airport Director Barney Helmick postponed the Airport Then and Now presentation until February's Airport Commission Meeting.

VII. ADJOURNMENT OF REGULAR MEETING

**MOTION:** Vice Chair Jackson adjourned the meeting at 2:28 pm.